Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
NEGROS ORIENTAL 3RD
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Siaton, Negros Oriental

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FY 2021
(1ST SEM)

P.R. No.[1]	Contract Package (Description)	Procurement Method	ABC[2] (Fund Source)	PROCUREMENT SCHEDULE						
				Pre-Procucrement Conference (1 c.d.)	Advertisement (7 c.d)	Pre-Bid Conference (1 c.d) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d)	Bid Evaluation (1 c.d.)	Post - Qualification (1 c.d.)	Award of Contract (2 c.d)
	Common Office Supplies									
	& Common Goods									
	1st quarter	Shopping	-							
	2nd quarter	Shopping	702,969.50							
	3rd quarter	Shopping	1,268,352.60							
	4th quarter	Shopping	1,609,920.80							
Total Budget Amount		**Php**	**3,581,242.90**							

PREPARED/SUBMITTED BY:

RENEE S. DAVAD
Head, Procurement Unit

RECOMMENDED BY:

ROMARICO D. EGE
BAC Chairman

APPROVED BY:

FRANCIS ANTONIO L. FLORES
District Engineer

[1]PR No. = Purchase Request No.
[2]ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procumerement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.

ITEMIZED LIST OF GOODS
Annex to Common Office Equipment / Supplies & Consumables
FY 2021

DPWH - Negros Oriental 3rd District Engineering Office

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	Common Office Supplies												
1	A4 Film Paper/Cover (transparent,thick)	pack	850.00	12	10,200.00		-		-	6	5,100.00	6	5,100.00
2	Advocacy Alcohol Spray Bottle (50ml)	pc	33.00	222	7,326.00		-	222	7,326.00		-		-
3	Advocacy Face Mask	pc	65.00	72	4,680.00		-	72	4,680.00		-		-
4	Advocacy Notebook with Ballpen	pc	190.00	15	2,850.00		-	15	2,850.00		-		-
5	Acetate PVC Cover (short)	pc	12.00	0	-		-		-		-		-
6	Bag Tag w/ Print	pc	160.00	200	32,000.00		-		-		-	200	32,000.00
7	Ballpen (ordinary)	dozen	290.40	21	6,098.40		-	2	580.80	7	2,032.80	12	3,484.80
8	Ballpen (ordinary) Refill (Pilot-BPS fine Non- Retractable) Black & Blue	dozen	250.00	2	500.00		-	2	500.00		-		-
9	Ballpen with Eraser 0.4 (blue & black)	dozen	1,080.00	2	2,160.00		-		-	2	2,160.00		-
10	Ballpen with Eraser 0.5 (blue & black)	dozen	1,188.00	3	3,564.00		-		-		-	3	3,564.00
11	Ballpen with Eraser Refill 0.4 (blue & black)	dozen	720.00	8	5,760.00		-	3	2,160.00	2	1,440.00	3	2,160.00
12	Ballpen with Eraser Refill 0.5 (blue & black)	dozen	720.00	7	5,040.00		-	3	2,160.00		-	4	2,880.00
13	Ballpen, Fine Retractable (black/blue)	dozen	720.00	27	19,440.00		-	8	5,760.00	8	5,760.00	11	7,920.00
14	Ballpen, Fine Retractable Refill (black/blue)	dozen	480.00	20	9,600.00		-		-	8	3,840.00	12	5,760.00
15	Binder Clip 1 1/2"	box	85.00	0	-		-		-		-		-
16	Binder Clip 1 1/4"	box	85.00	3	255.00		-		-		-	3	255.00
17	Binder Clip 1 5/8"	box	90.00	10	900.00		-		-	5	450.00	5	450.00
18	Binder Clip 1"	box	75.00	15	1,125.00		-		-	6	450.00	9	675.00
19	Binder Clip 2"	box	95.00	15	1,425.00		-		-	6	570.00	9	855.00
20	Binder Clip 3/4"	box	50.00	4	200.00		-		-		-	4	200.00
21	Blade (heavy duty cutter) 10pcs/pack	pack	200.00	1	200.00		-		-		-	1	200.00
22	CD Sleeve	pc	3.00	200	600.00		-		-	100	300.00	100	300.00
23	Cork Board 2' x 3'	pc	1,500.00	0	-		-		-		-		-
24	Correction Pen	pc	95.00	0	-		-		-		-		-
25	Correction Tape	pc	75.00	0	-		-		-		-		-

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	Common Office Supplies												
26	Correction Tape w/o Refill (plain)	dozen	858.00	20	17,160.00		-	3	2,574.00	8	6,864.00	9	7,722.00
27	Correction Tape, Retractable w/ refill	dozen	1,254.00	18	22,572.00		-		-	5	6,270.00	13	16,302.00
28	Correction Tape, Retractable Refill	dozen	780.00	2	1,560.00		-		-		-	2	1,560.00
29	Customized Binders A3	pc	440.00	52	22,880.00		-	20	8,800.00	16	7,040.00	16	7,040.00
30	Customized Binders Legal size	pc	200.00	1687	337,400.00		-	750	150,000.00	456	91,200.00	481	96,200.00
31	Cutter (Heavy Duty)	pc	660.00	19	12,540.00		-	5	3,300.00	4	2,640.00	10	6,600.00
32	DTR Card (thick) 100 pcs./pack	pack	150.00	20	3,000.00		-		-	10	1,500.00	10	1,500.00
33	Engineer's Field Book	pc	80.00	215	17,200.00		-	100	8,000.00	65	5,200.00	50	4,000.00
34	Envelope, Documentary Ordinary (A4/Legal/short) - Brown	dozen	120.00	26	3,120.00		-	7	840.00	8	960.00	11	1,320.00
35	Envelope, Documentary Legal - Brown (thick)	dozen	400.00	16	6,400.00		-	3	1,200.00	6	2,400.00	7	2,800.00
36	Envelope, Documentary Legal - Expanded (Assorted Colors)	dozen	420.00	23	9,660.00		-	5	2,100.00	7	2,940.00	11	4,620.00
37	Envelope, Mailing (white)	box	1,500.00	5	7,500.00		-	2	3,000.00	1	1,500.00	2	3,000.00
38	Filer Refill -Plastic, Legal, Thick 10pcs/pk	pack	45.00	3	135.00		-		-		-	3	135.00
39	Flash Drive (32 GB / 16GB)	pc	1,000.00	24	24,000.00		-	12	12,000.00	6	6,000.00	6	6,000.00
40	Flash Drive (4 GB)	pc	500.00	0	-		-		-		-		-
41	Flash Drive (64GB)	pc	1,200.00	8	9,600.00		-		-	6	7,200.00	2	2,400.00
42	Folder - White/Blue/Brown (legal & thick)	dozen	120.00	62	7,440.00		-	18	2,160.00	19	2,280.00	25	3,000.00
43	Folder, Expanded Legal (Royal Blue, orange)	dozen	330.00	33	10,890.00		-	14	4,620.00	7	2,310.00	12	3,960.00
44	Folder, Expanded -Ordinary (yellow)	dozen	150.00	3	450.00		-	1	150.00	1	150.00	1	150.00
45	Folder, Plastic A4 & Legal (royal blue)	dozen	400.00	9	3,600.00		-		-	2	800.00	7	2,800.00
46	Folder,Legal Ordinary (thick)	dozen	92.40	25	2,310.00		-	8	739.20	7	646.80	10	924.00
47	Glue (big)	bottle	132.00	21	2,772.00		-	1	132.00	8	1,056.00	12	1,584.00
48	Glue Stick (all purpose)	pc	60.00	12	720.00		-		-	6	360.00	6	360.00
49	Highlighter Pen (asstd. Colors)	pc	55.00	102	5,610.00		-	54	2,970.00	18	990.00	30	1,650.00
50	Ledger Card (short size)	pc	25.00	0	-		-		-		-		-
51	Mechanical Pencil (0.5)	pc	200.00	12	2,400.00		-		-	6	1,200.00	6	1,200.00
52	Mechanical Pencil Lead (0.5)	tube	65.00	24	1,560.00		-		-	12	780.00	12	780.00
53	Mouse Pad	pc	180.00	20	3,600.00		-	14	2,520.00		-	6	1,080.00

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	Common Office Supplies												
54	Multi-Purpose Colored Paper Legal	ream	300.00	29	8,700.00		-	5	1,500.00	10	3,000.00	14	4,200.00
55	Nylon Cable Ties (black)	pack	130.00	0	-		-		-		-		-
56	Nylon Cable Ties (white)	pack	130.00	0	-		-		-		-		-
57	Paper Clip big (plastic coated)	box	30.00	0	-		-		-		-		-
58	Paper Clip #22 (plastic coated)	box	35.00	53	1,855.00		-	14	490.00	19	665.00	20	700.00
59	Paper Clip #50 (plastic coated)	box	45.00	40	1,800.00		-	16	720.00	11	495.00	13	585.00
60	Paper Colored (green) legal Sub. 20	ream	170.00	0	-		-		-		-		-
61	Paper, Morroco (blue (short)	pc	10.00	0	-		-		-		-		-
62	Paper, Multicopy A3 - Subs. 20	ream	350.00	10	3,500.00		-		-	5	1,750.00	5	1,750.00
63	Paper, Multicopy A3 - Subs. 24	ream	495.00	120	59,400.00		-	50	24,750.00	30	14,850.00	40	19,800.00
64	Paper, Multicopy A4 (200 GSM)	ream	400.00	2	800.00		-	2	800.00		-		-
65	Paper, Multicopy A4 -Subs. 20	ream	231.00	824	190,344.00		-	292	67,452.00	266	61,446.00	266	61,446.00
66	Paper, Multicopy A4 -Subs. 24	ream	270.00	630	170,100.00		-	105	28,350.00	175	47,250.00	350	94,500.00
67	Paper, Multicopy Legal -Subs. 20	ream	253.00	579	146,487.00		-	177	44,781.00	211	53,383.00	191	48,323.00
68	Paper, Multicopy Legal -Subs. 24	ream	275.00	75	20,625.00		-		-		-	75	20,625.00
69	Paper, Multicopy Short -Subs. 20	ream	195.00	0	-		-		-		-		-
70	Paper, Multicopy Short -Subs. 24	ream	195.00	50	9,750.00		-		-		-	50	9,750.00
71	Paper, Mylar 24"x20m (100 micron)	roll	5,000.00	34	170,000.00		-	10	50,000.00	12	60,000.00	12	60,000.00
72	Paper, Plotter 20"x20m (80gsm)	roll	2,000.00	0	-		-		-		-		-
73	Paper, Tracing DT2005 24"x50 yards	roll	2,000.00	12	24,000.00		-		-		-	12	24,000.00
74	Paste (big)	bottle	85.00	1	85.00		-		-		-	1	85.00
75	Pencil No. 2	dozen	90.00	6	540.00		-		-	3	270.00	3	270.00
76	Permanent Marker pen (black,blue,red) (fine,broad)	pc	70.00	92	6,440.00		-	40	2,800.00	19	1,330.00	33	2,310.00
77	Permanent Marker, Refill (black,blue,red)	bot	120.00	18	2,160.00		-	2	240.00	7	840.00	9	1,080.00
78	Permanent Marker Pen Write for all (Black; Blue)	pc	70.00	24	1,680.00		-	24	1,680.00		-		-
79	Permanent Marker Pen (Blue/Black for Mylar Paper)	pc	70.00	96	6,720.00		-	96	6,720.00		-		-
80	Photo Glossy Paper for inkjet prints	pack	120.00	0	-		-		-		-		-
81	Photo Paper (Good Quality)	pack	250.00	4	1,000.00		-		-	2	500.00	2	500.00
82	Photo Paper(A4-Glossy-20pcs/pack)	pack	150.00	67	10,050.00		-	21	3,150.00	20	3,000.00	26	3,900.00
83	Plastic Fastener (elongated)	box	170.00	0	-		-		-		-		-
84	Plastic Fastener (regular size)	box	45.00	22	990.00		-	4	180.00	7	315.00	11	495.00

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	Common Office Supplies												
85	Plastic Straw (big)	roll	150.00	3	450.00		-		-		-	3	450.00
86	Polo Shirt w/ print (for Women's Month)	pc	450.00	147	66,150.00		-	72	32,400.00		-	75	33,750.00
87	Property Card (short size)	pc	25.00	0	-		-		-		-		-
88	Puncher (heavy duty)	pc	1,200.00	11	13,200.00		-	4	4,800.00	2	2,400.00	5	6,000.00
89	PVC Clip Board Long	pc	250.00	6	1,500.00		-		-	3	750.00	3	750.00
90	Record Book (150 pages)	pc	300.00	8	2,400.00		-		-	4	1,200.00	4	1,200.00
91	Record Book (200 pages)	pc	352.00	78	27,456.00		-	10	3,520.00	28	9,856.00	40	14,080.00
92	Record Book (300 pages)	pc	450.00	100	45,000.00		-		-	44	19,800.00	56	25,200.00
93	Record Book (500 pages)	pc	528.00	242	127,776.00		-	5	2,640.00	100	52,800.00	137	72,336.00
94	Rewritable CD w/ casing	pc	150.00	5	750.00		-		-		-	5	750.00
95	Rubber Eraser, Good Quality	pc	70.00	42	2,940.00		-		-	24	1,680.00	18	1,260.00
96	Ruler (1 ft. - Ordinary; Colored))	pc	50.00	12	600.00		-	6	300.00	6	300.00		-
97	Scissors (big)	pc	150.00	12	1,800.00		-	6	900.00		-	6	900.00
98	Scissors (small)	pc	70.00	6	420.00		-		-	6	420.00		-
99	Sign Pen .04mm (blue,black,red)	dozen	960.00	9	8,640.00		-	3	2,880.00	3	2,880.00	3	2,880.00
100	Sign Pen .04mm Refill (blue,black)	dozen	660.00	7	4,620.00		-	3	1,980.00	2	1,320.00	2	1,320.00
101	Sign Pen .05mm (blue,black)	dozen	900.00	12	10,800.00		-	3	2,700.00	4	3,600.00	5	4,500.00
102	Sign Pen .05mm Refill (blue,black)	dozen	660.00	7	4,620.00		-	1	660.00	3	1,980.00	3	1,980.00
103	Sign Pen 0.3mm (black/blue)	dozen	1,023.00	6	6,138.00		-	4	4,092.00		-	2	2,046.00
104	Sign Pen 0.3mm Refill (black/blue)	dozen	660.00	4	2,640.00		-		-	2	1,320.00	2	1,320.00
105	Sign Pen 0.4mm (black/blue)	dozen	960.00	30	28,800.00		-	2	1,920.00	12	11,520.00	16	15,360.00
106	Sign Pen 0.4mm Refill (blue,black)	dozen	660.00	30	19,800.00		-		-	14	9,240.00	16	10,560.00
107	Sign Pen 0.5mm (black/blue)	dozen	1,000.00	53	53,000.00		-	22	22,000.00	14	14,000.00	17	17,000.00
108	Sign Pen 0.5mm Refill (blue,black) Dong - A	dozen	350.00	0	-		-		-		-		-
109	Sign Pen 0.5mm Refill (blue,black) G-2 Pilot/ Hi-Techpoint V5RT	dozen	924.00	5	4,620.00		-	2	1,848.00		-	3	2,772.00
110	Sign Pen 0.5mm Refill (blue,black)Frixion	dozen	660.00	24	15,840.00		-		-	12	7,920.00	12	7,920.00
111	Sign Pen 0.7mm (black/blue)	dozen	924.00	29	26,796.00		-	3	2,772.00	12	11,088.00	14	12,936.00
112	Sign Pen 0.7mm Refill (blue,black)	dozen	420.00	26	10,920.00		-		-	12	5,040.00	14	5,880.00
113	Stamp Pad	pc	90.00	9	810.00		-		-	5	450.00	4	360.00
114	Stamp Pad Ink (violet,red,blue,black)	bottle	90.00	36	3,240.00		-	10	900.00	12	1,080.00	14	1,260.00

	GOODS Category/ Nature and Description/ Specification	UNIT	UNIT PRICE	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	Common Office Supplies												
149	Car Freshener (New Port New Car Scent; Blue)	can	300.00	41	12,300.00		-	41	12,300.00		-		-
150	Car Freshener: Type-Hanging; Cardboard	pc	80.00	50	4,000.00		-	50	4,000.00		-		-
151	Data Rack (Single File)	pc	143.00	224	32,032.00		-	100	14,300.00	12	1,716.00	112	16,016.00
152	Data Rack/Magazine Stand (double)	pc	450.00	3	1,350.00		-		-		-	3	1,350.00
153	Dis-infectant Solution (500ml)	bot	100.00	10	1,000.00		-		-		-	10	1,000.00
154	Dis-infectant Spray (340g)	bot	500.00	38	19,000.00		-	30	15,000.00	4	2,000.00	4	2,000.00
155	Duster (cloth type)	pc	150.00	12	1,800.00		-	12	1,800.00		-		-
156	Dustpan (Plastic; Medium size)	pc	200.00	39	7,800.00		-	15	3,000.00	12	2,400.00	12	2,400.00
157	Dustpan (Plastic; Small size)	pc	100.00	1	100.00		-	1	100.00		-		-
158	Floor Mop with Head	pc	190.00	27	5,130.00		-	15	2,850.00		-	12	2,280.00
159	Floor Rug	pc	150.00	46	6,900.00		-	20	3,000.00	1	150.00	25	3,750.00
160	Garden Hose w/ Nozzle and pressure regulator (15m)	set	1,500.00	1	1,500.00		-	1	1,500.00		-		-
161	Glass Cleaner (500ml)	bottle	200.00	12	2,400.00		-	12	2,400.00		-		-
162	Glass Cleaner (500ml) (Refill)	bottle	150.00	12	1,800.00		-	12	1,800.00		-		-
163	Insect Spray (500ml)	bottle	700.00	46	32,200.00		-	13	9,100.00	14	9,800.00	19	13,300.00
164	Metal Shelf (5 layers)	pc	7,000.00	3	21,000.00		-		-	1	7,000.00	2	14,000.00
165	Muriatic Acid	gal	242.00	9	2,178.00		-	2	484.00	2	484.00	5	1,210.00
166	Steel Cabinet	pc	8,000.00	6	48,000.00		-		-	3	24,000.00	3	24,000.00
167	Surgical Mask	box	302.50	53	16,032.50		-	45	13,612.50	4	1,210.00	4	1,210.00
168	Toilet Bowl Cleaner (1000ml)	bottle	450.00	0	-		-		-		-		-
169	Trash Bin w/ cover (medium size)	pc	350.00	6	2,100.00		-	6	2,100.00		-		-
170	Trash Bin w/ cover (small size)	pc	250.00	3	750.00		-	3	750.00		-		-
171	Trash Bin w/ cover (pedal bin ; plastic)	pc	1,200.00	4	4,800.00		-		-	2	2,400.00	2	2,400.00
172	Trash Liner/ bag (small)	roll	90.00	22	1,980.00		-	6	540.00	8	720.00	8	720.00
173	Trash Liner/ bag (big)	roll	100.00	22	2,200.00		-	6	600.00	8	800.00	8	800.00
174	Trash Can (big)	pc	350.00	0	-		-		-		-		-
175	Unforseen Contengencies	ls			1,150,000.00						575,000.00		575,000.00
	TOTAL PROGRAM AMOUNT				**3,581,242.90**		-		**702,969.50**		**1,268,352.60**		**1,609,920.80**

PREPARED/SUBMITTED BY:

RENEE S. DAVAD
Head, Procurement Unit

RECOMMENDED BY:

ROMARICO D. EGE
BAC CHAIRMAN

APPROVED BY:

FRANCIS ANTONIO L. FLORES
District Engineer